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to the **Board of Supervisors Office**,
ATTENTION: Lucia Gomez
(Name & phone number)

TYPE OF DOCUMENT:

RESOLUTION No. 2013-15
Adopting of Adjusting Employee Compensation and Program Funding

DOCUMENT APPROVAL:

Approved by Yuma County Board of Supervisors:
June 17, 2013, Item No. D5.



YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 2013-15

A JOINT RESOLUTION OF YUMA COUNTY, THE JAIL DISTRICT, FREE LIBRARY DISTRICT, FLOOD CONTROL DISTRICT, AND PUBLIC HEALTH DISTRICT ADJUSTING EMPLOYEE COMPENSATION.

ADJUSTING EMPLOYEE COMPENSATION

WHEREAS: Chapter III, section D, of the County's Personnel Rules sets forth the Board of Supervisors' responsibility to adopt a salary schedule listing all classifications and their pay ranges and to approve market based adjustments, and

WHEREAS: The Board of Supervisors is required to determine the level of budget authority that will be provided for implementation of the compensation plan,

NOW, THEREFORE, BE IT RESOLVED that the following changes to the County's compensation plans are hereby approved:

I. Employee Pay Plan Allocations

A. Regular County Step Pay Plan:

1. Reclassifications:

- a) Funds are provided for 9 reclassifications.
- b) The effective date is the first full pay period of the fiscal year (beginning July 2013).

All reclassifications for all pay plans shall be in accordance with the policies and guidelines as set forth in the County Personnel Rules.

2. Merit - Pay for Performance:

- a) Funds are provided for a half-step (2.5%) increase to permit departments to administer pay-for-performance increases to eligible employees with time of service of more than two years and less than five years. Performance evaluation ratings of "Meets" or "Exceed" are required.
- b) Funds are provided for a full-step (5.06%) increase to permit departments to administer pay-for-performance increases to eligible employees with time of service of five years or more. Performance evaluation ratings of "Meets" or "Exceed" are required.

- c) Funds provided will be for monthly payroll (salaries) sufficient for 1,728 hours, as calculated by the Financial Services Director. Pay increases for eligible employees shall be effective the first full pay period in September, 2013.

B. Attorney's Step Pay Plan:

Merit - Pay for Performance:

- a) Funds are provided for a half-step (1.7%) increase to permit departments to administer pay-for-performance increases to eligible employees with time of service of more than two years and less than five years. Performance evaluation ratings of "Meets" or "Exceed" are required.
- b) Funds are provided for a full-step (3.4%) increase to permit departments to administer pay-for-performance increases to eligible employees with time of service of five years or more. Performance evaluation ratings of "Meets" or "Exceed" are required.
- c) Funds provided will be for monthly payroll (salaries) sufficient for 1,728 hours, as calculated by the Financial Services Director. Pay increases for eligible employees shall be effective the first full pay period in September, 2013.

C. Judicial Merit Pay Plan:

1. Reclassifications:

- a) 3 reclassifications had no fiscal impact.
- b) Title changes are authorized and require no additional funding.
- c) The effective date is the first full pay period of the fiscal year (beginning July 2013).

All reclassifications for all pay plans shall be in accordance with the policies and guidelines as set forth in the County Personnel Rules.

2. Merit - Pay for Performance:

- a) Funds are provided for a full-step (2.45%) increase to permit departments to administer pay-for-performance increases to eligible employees with time of service of more than two years and less than five years. Performance evaluation ratings of "Meets" or "Exceed" are required.
- b) Funds are provided for a two-step (4.9%) increase to permit departments to administer pay-for-performance increases to eligible employees with time of service of five years or more. Performance evaluation ratings of "Meets" or "Exceed" are required.
- c) Funds provided will be for monthly payroll (salaries) sufficient for 1,728 hours, as calculated by the Financial Services Director. Pay increases for eligible employees shall be effective the first full pay period in September, 2013.

D. Elected Officials Pay Plan:

1. Elected Official pay is in conformity with A.R.S. §11-4199.
2. Yuma County Employee Benefit Trust

BE IT FURTHER RESOLVED that the 2013-2014 medical rates and design changes are as follows:

The employer will contribute a 5% premium rate increase effective July 1, 2013 through December 31, 2013 for fiscal year 2013-2014. January 1, 2014, the employer contribution premium rate will be an additional 4% and the employee premium rate contribution will increase 4%: **a)** Provide a blended PPO hybrid modeling of options that incorporates current Option 1 and 2. Plan Option 3, the High Deductible Health Plan will remain in place; **b)** Blended PPO option provides a \$500 in-network individual deductible, maximum \$1,500 in-network family deductible, 20% coinsurance, \$20 primary physician co-pays, \$30 specialist or urgent care co-pays, \$5 generic prescription co-pays, 20% coinsurance with maximum caps of \$45 and \$80 for preferred brand and non-preferred brand, \$125 + deductible + coinsurance for Emergency Room, \$4,500 individual out of pocket maximum, and \$9000 family out of packet maximum.; **c)** Re-balance the tier redistribution for blended PPO option for dual employee 1 and dual employee 2+ children to an employee only rate (\$52.49) and employee plus child(ren) rate (\$87.61); **d)** Incentivize a wellness program that would require participants to obtain a finger stick biometric test, complete a health risk assessment, and receive an annual preventative wellness exam. Members who obtain these items would be eligible for a \$15.00 per month incentive that could be used to reduce their premium costs; or, deposited in their Health Saving Account (HSA); and **e)** Provide coverage for preventive and preventive diagnostic lab services at 100%.

Effective Date is the first day of the calendar year (beginning January 1, 2014).

BE IT FURTHER RESOLVED that within any Pay Plan, if adjustments occur on the same date, the adjustments shall be applied in the sequence the adjustments are presented herein, and

IT IS RESOLVED FURTHER that no compensation changes shall be granted which would have the effect of increasing the fiscal year 2014-2015 base cost for compensation above the amount adopted for any of the pay plans, and further clarified as follows:

- A. Assume the compensation resolution provides sufficient funds to provide a pay plan group of employees with a 2% salary increase effective July 1, the cost of the increase can be determined to be the cost of salaries before the increase (the salary base) times 2%. For purposes of this example, assume the base is \$1,000,000; the cost of the increase would be \$20,000. The requirements of this resolution are that the salary base for fiscal year 2014-15 will not exceed the base for fiscal year 2013/14 plus the fiscal year 2013-14 increase, or \$1,020,000.
- B. The baseline for fiscal year 2014-2015 may be exceeded to the extent that the Personnel Rules allow the County to hire new employees (to include lateral transfers (subject to availability of funding), voluntary grade decreases and demotions) up to the midpoint of the salary range. If the salary that is offered to the new employee does not exceed the midpoint, but does exceed the position of the employee formerly holding the position, the baseline amount can be exceeded:
 1. To comply with the County Personnel Rule Chapter III, Section G, requirement that an employee receiving a promotion shall receive the greater of a 5% increase, or the amount necessary to reach step 1 of the new grade (excluding agency heads). The Human Resources Director may approve promotional increases above 5% and up to the midpoint based on an appointee's qualifications and the needs of the department.
 2. To comply with the County Personnel Rule Chapter II, PR-212, allowing a retention adjustment to be made to increase an employee's salary up to 10% in order to retain employees that possess knowledge and skills that would be difficult to replace in Yuma County.
 3. To comply with state or federal mandates.
 4. To administer normal step increases in the existing Attorney, Regular, and Judicial Merit plans, or
 5. To accommodate the annualized salaries of new positions added during the fiscal year specifically by the Board of Supervisors.


NOW, THEREFORE, BE IT RESOLVED, the Yuma County Board of Supervisors, and the Boards of Directors of all Special Taxing Districts hereby adopt this joint Resolution No. 2013-15, adjusting Employee Compensation; funding a Loan Repayment Assistance Program; and funding the On-Call Policy.

Adopted this 17th day of JUNE, 2013.

VOTE RECORD:


AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

ATTEST:


ROBERT L. PICKELS, JR.
County Administrator/Clerk of the Board


GREGORY S. FERGUSON, Chairman

APPROVED AS TO FORM:


JON R. SMITH
County Attorney